



SELF INSPECTION CHECKLIST

The purpose of this document is to aid the business owner or operator in conducting a self-evaluation of their business in an effort to correct any violations that may exist or develop.

Exits/Mean of Egress

- ___ Exit doors unlocked/unblocked.
- ___ Exit access is unobstructed.
- ___ Exterior of exit doors are clear.
- ___ Exit doors are operable.
- ___ Enclosed exit stairways clear and free of storage.
- ___ Exit lights are operable.
- ___ No added surface bolts/latches on exit doors.
- ___ Exit doors readily distinguishable as such, with no mirrors or other coverings over doors.

Fire Protection Systems

- ___ Fire alarm, fire sprinkler, and suppression systems are inspected and tested annually.
- ___ Sprinkler fire pump is tested annually.
- ___ Wet standpipe system is flow tested every year.
- ___ Dry standpipe system is hydro-tested every 5 years.
- ___ Sprinkler connection (FDC) is unobstructed and accessible.
- ___ FDC caps in place and FDC couplings freely spin.
- ___ Sprinkler heads are unobstructed with no storage within 18 inches (36 inches for ESFR and Large Drop fire sprinklers).
- ___ Sprinkler heads are free of paint, corrosion, or other debris.
- ___ Sprinkler valve rooms are accessible and free of storage, and their location identified.
- ___ Fire alarm devices (pull stations, control panels, etc.) are accessible.
- ___ Fire alarm monitored by UL central station.
- ___ Fire Alarm Control Panel (FACP) accessible and location identified.
- ___ Fire alarm system horns and strobes are not obstructed.
- ___ Wet or dry chemical suppression system inspected every 6 months (incl. kitchen and spray booth systems).
- ___ Kitchen hood vent system inspected and cleaned at required intervals.
- ___ Kitchen hood suppression system remote pull station is accessible.
- ___ Fire extinguishers inspected annually.
- ___ Fire extinguishers are accessible and mounted.

Fire Protection Assemblies

- ___ Fire doors are operable by self closing and latching.
- ___ Fire doors are not wedged or propped open.
- ___ Roll down fire doors drop tested by outside testing agency each year.
- ___ Fire rated walls, floor, and ceiling construction not breached
- ___ No obstructions blocking operation of fire doors.

Hazardous materials

- ___ Fire Department permit conspicuously posted and updated.
- ___ Fire Department notified of any changes in chemical storage or processes.
- ___ No open containers of flammable or combustible liquids.
- ___ Flammable or combustible liquids not dispensed by gravity means.
- ___ Material Safety Data Sheets (MSDS) are on site (hard copy or electronic version must be available).
- ___ CFD required hazardous material placard maintained legible.
- ___ Compressed gas cylinders secured upright.
- ___ Fuel dispensing hoses are not worn or cracked.
- ___ Spray finishing in only approved areas (booth, etc.).

Electrical

- ___ Emergency lights tested by outside agency each year.
- ___ Emergency generator is fully tested annually.
- ___ Extension cords not used in place of permanent wiring.
- ___ Outlet/switch/electrical covers in place.
- ___ Covers for junction boxes, panels, etc. are in place.
- ___ Electrical rooms are identified as such.

Housekeeping

- ___ No accumulation of combustible waste.
- ___ Electrical, mechanical, boiler rooms are accessible and free of storage.
- ___ 3-foot clearance maintained around electrical panels.
- ___ Electrical equipment and motors free of debris and build-up (i.e. sawdust, lint, etc.).
- ___ 3 foot clearance maintained around spray booth (unless against 1 hr. minimum fire rated or exterior wall).
- ___ No combustible storage in spray booth or flammable liquid storage room.

Miscellaneous

- ___ Street address numbers posted and clearly visible.
- ___ No combustible decorative material in exit corridors or assembly occupancies.
- ___ Privately-owned fire hydrants accessible.
- ___ Privately-owned fire hydrants painted per CFD regulations.
- ___ PNG gas meters subjected to vehicle traffic protected from damage.
- ___ Access road unobstructed.
- ___ If required, CFD KNOX Key Box installed, and keys updated.